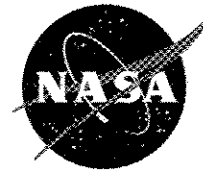


National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



January 11, 2010

Reply to Attn of: Headquarters Equal Opportunity and Diversity Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Executive Director, Headquarters Operations

SUBJECT: A Year of Community Service

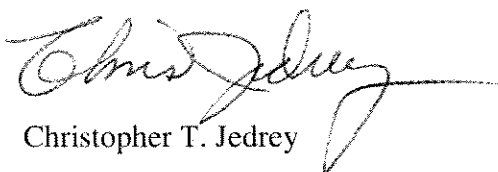
Martin Luther King, Jr. said, "Life's most persistent and urgent question is: what are you doing for others?" Across the country, Americans will answer that question by making the Martin Luther King Jr. Holiday on January 18, 2010, a national day of service. Here at Headquarters, we would like to use this Holiday as a starting point for recognizing the community service of our employees and contractors, and to announce a Headquarters community service project for the month of January.

The Headquarters Equal Opportunity and Diversity Management Division (EODM) is spearheading a book drive for Drew Elementary School in Northeast Washington. The school has 185 students from pre-school to grade five. Most of the students are economically disadvantaged, and only about 30 percent read at or above their grade level. The school will accept new and gently used books appropriate for their grades. Collection boxes will be placed in both the East and West lobbies or books can be dropped off at EODM (Room 4F39) through Friday, January 29. If you do not have books at home that are no longer being used, local libraries often sell children's books that have been withdrawn from the shelves for a very low cost, and several of the bookstores in the area have bargain sections with reasonably priced children's books.

In addition, I realize that many of our Headquarters family volunteer their time and energy working to benefit their communities and to help those in need. Beginning with the 2010 King Holiday and continuing through the year, EODM would like to recognize those among us who have given of their time to help others. EODM is asking employees and contractors who are involved in community service to provide a sentence or two describing their volunteer activity. A photo at their place of service is also welcome. EODM will display the information and photos on their website during the upcoming year. Not only will this provide recognition to the individuals who are helping out in their communities, but I hope this will inspire others to consider getting involved in community service as well. Please send your information to LaShawn McDuffie at <lashawn.mcduffie-1@nasa.gov>. The EODM website, <<http://oim.hq.nasa.gov/oia/hqeod/>>, will include a community service link on their Special Emphasis Programs page.

If you are thinking about ways to provide service, <www.serve.gov> has good information to help you get started. If you have any questions about the book donation project or need additional information, please contact Judy Phillips, Director, Equal Opportunity and Diversity Management Division on 358-4589.

Often the need seems so great that we are overwhelmed and at a loss as to how to help. What seems like a small step – donating books to a single school, can make a big difference. Let's all pitch in and make this small step a big success!

A handwritten signature in black ink, appearing to read "Chris Jedrey", with a long horizontal flourish extending to the right.

Christopher T. Jedrey

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Deputy Administrator/Ms. Garver

Associate Administrator/Mr. Scolese

Chief of Staff/Mr. Whitesides

Associate Deputy Administrator/Mr. Scales

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Assistant Administrator for External Relations/Mr. O'Brien

Assistant Administrator for Protective Services/Mr. Forsythe

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- Assistant Administrator for Diversity and Equal Opportunity/Ms. Manuel
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Chief of Strategic Communications/Mr. Statler (Acting)

- Assistant Administrator for Education/Dr. Winterton
- Assistant Administrator for Legislative and Intergovernmental Affairs/Mr. Statler
- Assistant Administrator for Public Affairs/Mr. Goodman

Director, Innovative Partnerships Program Office/Mr. Comstock

Director, Office of Program and Institutional Integration/Mr. Keegan

General Counsel/Mr. Wholley

Inspector General/Mr. Martin

cc:

Deputy Chief Financial Officer/Mr. Bowie

Deputy AA for Public Affairs/Mr. Ladwig

Director, Budget Management and Systems Support/Mr. Bridge

Executive Secretariat/Mr. Box

Office of the Administrator/Ms. Palacios

Office of the Administrator/Ms. Simms
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